

TRAINING OF TRAINERS (TOTS)

As part of our efforts to fully prepare trainers, the OCWTP has designed a series of trainer development workshops known as *Training of Trainers* (TOTs). Two of the workshops are required, but we strongly encourage you to complete the entire series. You must attend *TOT: Presentation Skills* (3 days) prior to conducting a workshop for the program, and *TOT: Culture and Diversity* (4 days) within your first year. Some RTCs prefer you take both workshops prior to your approval. Please contact the Trainer Development Staff for more information, trainerdevelopment@ihs-trainet.com.

TOT: Presentation Skills (Required)

In this three-day workshop participants learn the role of trainers in a comprehensive competency-based training system; the fundamentals of adult learning theory as it applies to in-service training; transfer-of- learning strategies; how to respond to diverse learning preferences and needs; how to manage “problem participants” and lessen resistance; how and when to use a variety of training methodologies; how to develop an agenda; and how cultural experiences impact training. Participants will also present a short training activity and receive feedback from classmates and the instructor.

Competencies Addressed: 660-02-001 thru 005, 660-02-009 thru 011; 660-03-001 thru 006; 660-03-008 thru 011; 660-04-001 thru 003; 660-05-001-002; 660-06-002; 660-06-004 thru 007; 660-07-001 thru 003, 660-07-007 thru 008; 660-08-004; 660-10-001 thru 002

TOT: Culture and Diversity (Required)

In this four-day workshop trainers develop self-awareness regarding their level of cultural competence and how their cultural framework, values, and beliefs may affect training. Trainers learn fundamental cultural concepts and their application to child welfare practice and training, develop skill in integrating relevant cultural content to their workshops, and learn how to manage potentially emotional discussions regarding cultural differences, prejudices, racism, etc.

Competencies Addressed: 660-04-001 thru 009

TOT: Transfer of Learning

In this one-day workshop participants become aware of transfer-of- learning strategies; understand the role of the training system in supporting transfer of learning; learn how to implement transfer-of- learning strategies before, during, and after training; and practice the development and implementation of transfer-of-learning strategies.

Competencies Addressed: 660-05-001 thru 008

TOT: PowerPoint

Participants will learn the basic features of PowerPoint and how to engage and navigate through existing PowerPoint presentations. Time permitting; trainers will learn how to create new PowerPoint presentations.

Competencies Addressed: 660-04-001; 660-04-002; 660-04-006

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TOT: Classroom Performance System (CPS)

In this workshop trainers will learn the basics of the CPS system, including how to connect the equipment, how to install the software (software will be provided,) and how to engage and navigate existing CPS lessons with existing PowerPoint presentations. Time permitting; trainers will have the opportunity to learn how to create their own CPS questions, how to play interactive classroom games using CPS, and how to import graphics into CPS questions. Participants will also be given a training manual detailing these more advanced features.

Competencies Addressed: 660-04-005 thru 008

TOT: Skill Building and Transfer-of-Learning Lab for Trainers

This learning lab is designed to help you develop and implement workshops that facilitate trainees' application of newly learned skills. The lab provides you with an opportunity to learn new ideas through an exchange of information with other trainers; practice and apply specific skill-building and transfer strategies; and strengthen your training designs to support skill building and transfer of learning. The learning lab includes two half-day sessions with time between sessions to allow the completion of assignments and the application of new skills.

Competencies Addressed: 660-02-001; 660-02-005 thru 0011; 660-03-004; 660-03-06 thru 011; 660-05-001; 660-05-004 thru 008

TOT: Curriculum Development

This two-day workshop prepares trainers to design and develop workshops by teaching them how to sequence content and design experiential exercises in concordance with adults' natural learning processes. Participants apply the concepts covered in the workshop to a workshop idea of their own, with the goal being to produce a rough-draft content outline for their own workshop by the end of the training.

TOT: Coaching (by invitation only)

This one-day workshop provides OCWTP coaches with an overview of the OCWTP Coaching Program that includes expectations; strategies for establishing the coaching relationship; Strategies for observation and analysis of skill; developing and facilitating the coaching plan; Documenting the coaching activities and issues related to the coaching field.

Competencies Addressed: 661-01-001 thru 661-01-011